



Centre of English Studies – IELTS Test Centre

Request form for Cancellation of IELTS Test

Candidates must lodge an application for a cancellation a minimum of 5 weeks before their scheduled test date.

Please email your completed refund request form to examsleeds2@ces-schools.com or post to the IELTS Administrator, Centre of English Studies, 8a Royal Parade, Harrogate, HG1 2SZ

If your application is approved, the centre will refund the test fee to your UK bank account. Please note there is an administration charge of 25% of the test fee. This will be deducted from the refund.

Personal Details:

Full Name:	
Address:	
Telephone number:	
Email address:	
Date of Test:	

Bank Account Details: (UK Banks Only)

Name on the bank account	
Account Number	
Sort Code	

Candidate Signature: _____

Date: _____

For office use:

Authorised: _____

Date: _____

Date Emailed to Accounts: _____